

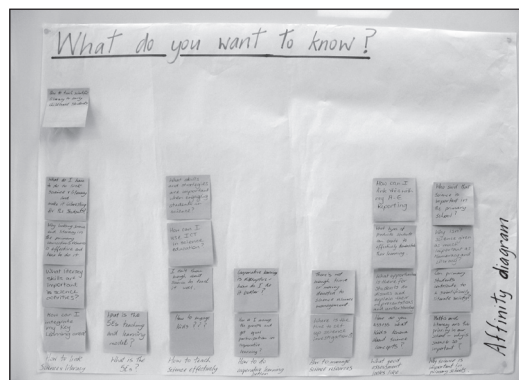
Affinity diagram

Purpose

A tool to elicit and organise a large amount of information on a question or an issue from any sized group in a short time.

Process

- Pre-prepare a large sheet of paper with the focus issue or question as the heading.
- Provide participants with coloured self-adhesive notes and a pen.
- Ask the focus question or describe the issue.
- Participants write one idea or response per self-adhesive note.
- Place all notes on the chart.
- Sort, in silence, all notes on the chart into like categories (the word 'affinity' means closeness or likeness).
- If the group size is small, all participants sort the responses. If the group is large, use a small group of people for this task.
- Discuss and agree on a heading for each category and write it on the chart.



Product

The affinity diagram captures multiple responses in an organised way and provides a visual display of the entire group's response to the question or issue.

PrimaryConnections examples

- Record all the current issues in the media which are science-based.
- By the end of the workshop, what would you like to know?
- By the end of the workshop, what would you like to be able to do?

References

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Tague, Nancy R. (2005). *The Quality Toolbox. 2nd Edition*. Wisconsin: ASQ Quality Press.